



**CHARTERS**  
— SCHOOL —

**School Business Manager  
INFORMATION 2025**

Thank you for taking the time to look at this job opportunity at Charters School.

We are a community school that understands that the staff in our organisation are central to the student's wellbeing, happiness and success. We have a strong reputation in the local community and beyond and are consistently oversubscribed. Parents understand that our ethos allied with the hard working and dedicated staff we have enables their children to have a broad education that sets them on the next stage of their life.

Relationships across the school between parents, students and staff are warm and positive which makes Charters an environment that is a pleasure to work in and develop your career at.

Charters' motto, 'Unity Respect Excellence' underpins all we do, from our interactions with students leading to strong academic outcomes, excellent extra-curricular opportunities and the development of the individual. 'Unity Respect Excellence' also underpins how we develop our staff with our extensive professional development and wellbeing programmes.

In joining our community, you will be part of an organisation that will support you in your career goals and help you to develop as an individual.

I look forward to receiving your application.

Best wishes

John Fletcher





## CHARTERS — SCHOOL —

### **School Business Manager**

An opportunity has arisen to join our hardworking and committed Senior Leadership Team from 1 September 2025 or earlier.

Permanent – Full-time role £71,665 - £78,926

The School Business Manager (SBM) will be responsible for providing professional leadership and management of school support staff and is responsible for the Finance, HR and Facilities teams. The SBM acts as the school's Data Protection Lead.

The ideal candidate will be an excellent leader with previous budget, HR, premises and staff management experience and previously worked in the education sector or an equivalent field.

At Charters, positive relationships, team spirit and a collective vision underpin everything that we do. Our values, Unity, Respect and Excellence are what drive us. The Senior Leadership Team is visible, approachable and highly supportive.

#### **What we offer:**

- A school where young people are driven, ambitious, dedicated and academic achievement is consistently in the top 25% nationally
- Great students who behave impeccably and are eager to learn
- Opportunities for professional development
- A wonderful extra-curricular programme, including lots of trips on offer to encourage community spirit.
- A school that recognises the importance of staff wellbeing
- A school where fresh ideas and a safe happy environment drive decision making
- A listening school where the opinions of staff, students, parents and carers matter

#### **The successful candidate will be:**

- Totally aligned to our vision and values. If you are the type of person that fits in with our culture, you will love it here
- An excellent leader who wants to make a difference to our school community
- A team player who will bring fresh ideas and help drive the school forwards

The School offers a strong tradition of excellent outcomes but also a broad curriculum suited to all students.

The school's behaviour policy is robust, and staff welcome the introduction of centralised sanctions and inclusive policies.

Colleagues benefit from a commitment to staff wellbeing and are provided with several schemes to support them in maintaining an active and healthy lifestyle. The priority admission of children of successful applicants applies for this role.

**Deadline for Applications: 9 am on Monday 20 January 2025**

**Interviews will take place in the week commencing 3 February 2025**

**Applications** – please apply using the links on the Vacancies page of Charters School website – click on the following link [www.charterschool.org.uk](http://www.charterschool.org.uk) Include with your application a statement of how your experiences have prepared you for the position and what you will bring to the role.

If applicants wish to discuss the role with John Fletcher, Headteacher or have a look around the school, please do not hesitate to contact Alison Coates, PA to Headteacher, via [recruitment@charterschool.org.uk](mailto:recruitment@charterschool.org.uk) or by telephoning the school on 01344 624826





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## Job Description

<b>Post Title</b>	School Business Manager
<b>Salary</b>	£71,665 - £78,926
<b>Responsible to</b>	Headteacher
<b>Responsible for the Line Management of</b>	Finance, Facilities, Administrative, IT & Human Resources
<b>Job Purpose</b> <p>As a member of the Senior Leadership Team, to take the strategic lead in the effective and efficient provision and operation of financial, administrative and all other support services for the school, ensuring best practices are implemented for financial stability, growth and value for money.</p> <p>To provide the Headteacher, Trustees and Senior Leadership Team with clear information, advice and recommendations regarding the strategic development of school support services. To utilise school assets and develop the school's business activities, to help ensure the best possible learning environment for students.</p> <p>To oversee all current and future capital projects.</p>	
<b>Strategic Leadership Role</b> <p>Provide clear information, advice and recommendations to the Headteacher, SLT and Trustees regarding the strategic development of service support, utilisation of assets and the development of business activity, to ensure the best possible learning environment for students and working environment for staff.</p> <p>Participate and represent the Academy in national and local networks of School Business Managers, so that the Academy is alert to new trends and is familiar with current best practices. Other areas of work commensurate with the purposes of the post.</p> <p>Undertake line management of staff as required and to participate in Performance Management, including relevant training opportunities for staff development, in line with staffing policies and procedures.</p> <p>Promote and market the Academy to a variety of audiences to raise the profile with the local community and seek sponsorship.</p>	
<b>Financial Planning, Management and Reporting</b> <ul style="list-style-type: none"><li>• Prepare the annual budget as part of the three-year financial plan.</li><li>• Ensure the working budget is updated for assumptions and changes in a timely manner for reporting to Trustees, including working with and monitoring individual budget holders' reports.</li><li>• Oversee the development of financial and management accounting systems for the Academy.</li><li>• To implement, monitor and adapt internal controls to reduce the risk of fraud or non-compliance.</li><li>• Prepare monthly management accounts ensuring compliance with the Academy Trust Handbook.</li><li>• Report regularly on set Key Performance Indicators.</li><li>• To be responsible for sales and purchases, income generation, lettings and business activities.</li><li>• To set objectives for financial management and service support, to monitor progress and to advise on any necessary remedial actions and to participate in Performance Management and in</li></ul>	



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relevant training opportunities. To be responsible for the preparation of financial reports, estimates and completion of financial returns as required by the Trustees, DfE, Companies House and Charities Commission.

- Plan and monitor the cash flow of the Academy and implement creditor and debtor policies and procedures.
- Research and complete funding bids to external bodies including Government departments. Adhere to strict deadlines and monitor the funding to ensure that any funds received from success bids are spent appropriately and within time scales.
- Ensure the Academy receives value for money.
- To oversee and manage the Unity Fund and ensure it is effectively and efficiently administered to the benefit of the Academy Community.
- Advise the Headteacher and Trustees on investment and financial policy, preparing appraisals for projects and the Trust Business Plan for the future development of the Trust.
- Undertake regular benchmarking comparison exercises and ensure Integrated Curriculum and Financial Planning (ICFP) concepts are discussed in the Trust.
- Report to the Resources Committee/FGB and the Trustees on all aspects of Trust finance, business operations and audit to facilitate effective decision-making.
- Manage the financial aspects of the Strategic Development Plan providing material forecasts to reflect dynamic changes in the internal and external environment.
- Ensure any financial issues identified are swiftly resolved. This includes seeking professional advice on best value and how to resolve issues.
- Commission and procure services on behalf of the Trustees as required, in accordance with the Trust Procurement Policy. Monitor the effectiveness and implementation of these agreements.
- Ensure the safety, security, and effective maintenance of the Trust's assets.
- Ensure that the School makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- Identify and drive efficiencies through the use of effective procurement processes.
- Be responsible for the annual financial statements, financial returns and reports to Trustees, ESFA/DfE and other statutory bodies in accordance with guidance and externally determined deadlines.
- Monitor the income and expenditure budgets across the Academy and give early warning of difficulties or opportunities arising.

### Accounting and Governance

- Develop appropriate financial regulations and work with budget holders to ensure compliance with financial procedures and statutory obligations e.g. Academy Trust Handbook, Funding Agreement.
- Ensure the Trust has a clear and up-to-date Finance Policy which is underpinned by appropriate processes and procedures for the ordering of goods and services, and processing of payments.
- Maintain systems and procedures that ensure financial transactions are recorded and reported accurately. Devise appropriate accounting procedures to ensure the effective operation of financial controls.
- Prepare and maintain the Academy Risk Register.
- Ensure the Academy meets all its financial obligations.
- Advise Trustees and the Headteacher on external and internal audit arrangements as required by financial regulations and funding bodies.
- Manage the process of Internal Scrutiny and the External Annual Audit, to ensure any



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recommendations made are implemented in a timely manner.

- Notify all related party contracts to the ESFA, seeking prior agreement where required in accordance with the Academy Trust Handbook.
- Make the necessary arrangements for insurance cover for the Academy and Board of Trustees.
- Liaise with brokers/insurance companies regarding claims, dealing with correspondence and communication.
- As the Chief Financial Officer, ensure that each Trustee follows best practice in terms of financial governance, and ensure the probity, and legislative compliance, of all financial transactions, including payroll and cash handling, and the integrity and suitability of all control mechanisms (audit and risk management).
- Ensure that the Trustee resources are managed efficiently, ethically and professionally, conforming to all internal and external regulations and being ultimately responsible for the proper financial and operational conduct of the organisation.
- Ensure that a Business Continuity Plan is in place and tested for viability.

### **Payroll**

- Ensure that the Trust Payroll is delivered efficiently and effectively and where organised via an external provider, it provides value for money and the service received at least meets expectations and performance targets, with statutory returns being accurate and submitted on time.
- Ensure that staff are paid accurately and timely each month.
- Ensure that personnel matters relating to salary, pension and HM Revenue and Customs queries are dealt with efficiently and in the appropriate timescales.

### **Procurement and Contract Management**

- Prepare and implement policies concerning the buying and ordering of all supplies and services.
- Monitor the operation of policies concerning buying and ordering and the preparation of required reports.
- Lead on the tender process for outsourced services, such as catering and cleaning.
- Monitor the operation of contracts entered into for the supply of services ensuring value for money is achieved.

### **Income Generation**

- Liaise with funding agencies to secure additional funding for the Academy.
- Identify potential funding opportunities, agencies, Government initiatives etc. and ensure income generation from both diverse and obvious sources.
- Work with all Senior Leaders to maximise income generation, financial growth and profile services.

### **Human Resources and Resource Management**

- Oversee all aspects of HR through the line management of School Services and to carry out annual Performance Management of the direct reports as identified in the organisation structure.
- Provision of leadership and guidance for associate staff.
- Act as the School's GDPR lead, working closely with the external data protection officer
- Carry out investigations including acting as the Investigating Officer, writing investigation reports or minuting investigation meetings led by other members of Leadership team.
- Take notes and minutes at confidential HR meetings and work with the HR Administrator to prepare all relevant documentation.



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- Plan, manage and coordinate all recruitment activities using My New Term, liaising with other staff where necessary including SLT, HR Administrator, Head's PA, Hiring Managers.
- Develop and manage an in-depth Induction programme which is fully completed by new staff adhering to the Induction Policy.
- Monitor and advise on probation process and action where concerns raised. Issue Employment Confirmation letters.
- Responsible for the accuracy of the single central record ensuring it is up to date and accurate. Liaising closely with the Designated Safeguarding Lead.
- Leading on the effective management of sickness absence – including meeting with and supporting staff in relation to maternity, paternity, sickness absence, return to work and risk assessments, occupational health and any other matters.
- Oversee Every HR ensuring the accuracy of information and championing its use.
- Provide support and advice to all staff on HR issues and queries e.g. payroll, pensions, holiday entitlement, contract queries etc.
- Oversee and approve training for all Associate Staff, including the monitoring of Every HR to ensure training is completed in a timely manner.
- Advise and assist in the review of Job Descriptions.
- Ensure HR records are accurate and up-to-date and managed in line with the school's Privacy Notices, Data Protection Policy and GDPR.
- Prepare annual statutory returns as required including submitting the annual work force census.
- Carry out or ensure exit interviews are carried out for leavers and collate the information.

### Site and Facilities Management

- To oversee all aspects of Site and Facilities through the line management of the Operations Manager.

### Administration

- To be responsible for the line management of the School's administration ensuring that the relevant managers and their staff provide an effective, efficient, reliable and accurate service with regard to; school office functions, IT functions, lettings, marketing and public communications, liaising with parents, visitors and external links.

### Management of staff

- Ensure staff are efficient and effective.
- Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
- Actively contribute to the development of quality improvement programmes across the school.

### Direct Line Management

- Finance Manager
- Operations Manager
- School Services Manager
- Clerk to Trustees





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### Other

- To attend Trustee, Senior Leadership and Committee meetings as and when required.
- Provide training and development to all staff and Trustees about financial matters.
- To carry out duties as expected of SLT.

### Key Indicators/Performance Objectives

To provide efficient and cost-effective school financial management to ensure the best possible learning environment for students.



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## Person Specification

School Business Manager	Essential	Desirable
<b>Qualifications</b>		
Relevant professional accountancy qualification	✓	
Proven and successful experience of relevant financial management in an organisation	✓	
Qualification in school business management		✓
Experience of working in a leadership team and influencing at a strategic level	✓	
<b>Experience</b>		
Able to propose solutions to problems within the overall Strategic and School Development Plan	✓	
Experience of leading staff teams, including their professional development and performance management in a school, or relevant field outside education	✓	
Experience of initiating, planning and delivering successful change	✓	
Experience of financial procedures, control systems and GDPR regulations	✓	
Experience of accounting	✓	
Preparation of annual budgets	✓	
Preparation of monthly management accounts	✓	
Management of payroll processes	✓	
<b>Skills &amp; Knowledge</b>		
Experience of working in a secondary school		✓
Able to communicate effectively, orally and in writing	✓	
Able to develop strong working relationships with different stakeholders.	✓	
Experience of working with school management systems e.g. ARBOR/Access	✓	
Confident in own ability to be effective and to take on challenges	✓	
Able to relate well to Students, Colleagues, Parents, Carers and Trustees	✓	
Efficient and effective administrative, organisational and personnel management skills	✓	
Ability to accurately run reports	✓	
Accuracy and attention to detail when under pressure	✓	
Good working knowledge of relevant policies/codes of practice and awareness of relevant legislation	✓	
Knowledge of Hoge 100 finance system		✓
Knowledge of education funding, including post 16		✓
Able to deal with conflict in an effective way that secures positive results	✓	
Able to work at both an operational and strategic level	✓	
<b>Personal Attributes</b>		
Commitment to high professional standards	✓	
Leads by example	✓	
Committed team player and takes a collaborative approach	✓	
Demonstrate good judgement and a fair and calm approach	✓	
Proactive, energetic and enthusiastic, with a positive outlook and a good sense of humour	✓	
Personal integrity, honesty and dedication	✓	



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## INTRODUCTION

Charters School is a 11 – 18 mixed comprehensive school with over 1700 students with 390 in the Sixth Form. We believe in a holistic approach to education providing excellent opportunities in and outside the traditional learning that inspires individuals in their academic and social development.

Our approach ensures that individuals are successful in their educational journey with us enabling individuals of all abilities to thrive and reach their personal goals, each year students take up places at Oxford and Cambridge as well as international universities and high-level apprenticeships in the local area and further afield.

Our attainment levels at GCSE are significantly above national comparisons with progress figures the same. At 'A' level 56% of grades were A\*-B in 2024. The school headline figures can be found [HERE](#) with validated performance data on the DfE performance tables [HERE](#). The outcomes at both A level and GCSE are due to the hardwork of our staff and students.

Professional development and staff well-being are a high priority for us. We invest heavily in the development of our staff as well as support mechanisms. We have extensive staff voice systems along with employee assistance scheme that provides access to a private GP, physiotherapist, and counselling support along with other benefits.





## WELLBEING: STAFF

Access to on-site fitness gym—discounted membership  
Free tea/coffee  
On-site Dining Hall  
Wellbeing champions as well as several mental health first aiders  
Two-week Autumn Half-term  
Health & Wellbeing Services, including:

- ◆ Counselling & Mindfulness
- ◆ Physiotherapy Support
- ◆ Weight Management
- ◆ GP Helpline
- ◆ Cancer & Chronic Illness Support
- ◆ Pupil Wellbeing
- ◆ Menopause Support
- ◆ Nurse Support
- ◆ Whole School & leadership Support
- ◆ Private Medical Operations
- ◆ Happier, Healthier You
- ◆ Staff Wellbeing

Discount and Benefit Scheme offering :

- ◆ Cycle to work
- ◆ Childcare Vouchers
- ◆ Multiple discounts on grocery shopping, home technology, DIY, discounts on package holidays, eating out and many retailers
- ◆ Lifestyle Support



## WELLBEING: STUDENTS

### MAINE CENTRE

Several years ago, we recognised the importance of timely access to essential support services for students as part of the school's pastoral care programme. Everyone at Charters understands that, from time to time, young people need additional help, over and above what might reasonably be expected to be in place in a school like ours.

So often, the social, medical, emotional or behavioural needs of students hamper, and in some cases, prevent them realising their potential. The purpose of the Maine Centre is to provide a bespoke support programme to individuals which will allow them to access the curriculum and take full advantage of the excellent learning opportunities available to them.





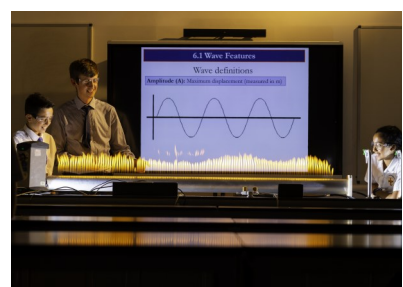
## THE CURRICULUM - YEARS 7 - 11

The curriculum is delivered through eleven Curriculum Areas: English; Mathematics; Science; Modern Foreign Languages; Humanities; Computing; Social Sciences; Creative Arts; Technology; Business and Physical Education. We also deliver a comprehensive Religious Studies, Citizenship and PSHE programme.

Extensive liaison takes place with our local Primary schools and considerable care is given to placing students in the mixed-ability Tutor Groups which initially form some teaching groups in the common curriculum of the first three years.

Students in need of special assistance with basic learning skills receive in-class support and/or are withdrawn from some groups for individual help. Some setting is introduced in Year 7 and increases in Year 8 and 9.

GCSE courses are primarily taught in Years 10 and 11 although some begin to be introduced for the core subjects in Year 9. There are various curriculum routes that students are able to follow according to their ability and interests. Traditional option subjects are available including French, Spanish, Design and Technology, History, Geography, ICT and Computing, Art and Design, Photography, Drama and Music. Students can 'mix and match' these with more vocational subjects such as BTECs in Business, Sports Studies, Performing Arts and GCSEs in Sociology.





## SIXTH FORM

Charters has a history of success at Sixth Form level, of which we are justly proud. There are over 380 students in the Sixth Form, housed in a purpose built block, with their own Common Room, classrooms and silent study area, The Durning Room.

Throughout students' two years in the Sixth Form those students who are keen to take on an active leadership role can find opportunities in both the House system and as Senior Student leaders and Prefects. There are a host of other activities in which students can play a major part in shaping the life of the Charters community through our extensive enrichment programme.



Students also benefit from one week of work experience in Year 12. As a school we firmly believe work experience helps to inform career choices and develop the relevant skills, attitudes and behaviour expected in the world of work. Students have been extremely successful in completing their Silver and Gold Duke of Edinburgh Awards. BTEC courses are offered in Business and Sport, work experience is an integral part of the programme.

Our 'Life after Charters' programme supports students with developing life skills that will enable them to be successful in the future.





## PASTORAL ORGANISATION

The School is organised using a horizontal tutor group structure. Each member of staff will have the opportunity to work with a tutor group.

The Tutor and tutor group meet at the beginning of each day. Continuity of support is achieved as the Tutor remains with the students in his or her group as they move up the school. Similarly the Head of Year, who leads the tutorial team, continues to have overall responsibility for a Year Group throughout years 7- 11, along with the Deputy Head of Year (non teaching).





## A HOLISTIC APPROACH TO EDUCATION

Students are encouraged to adopt high standards of concern for others and to take personal responsibility within the school.

Student Committees exist across the year groups as forums for students' ideas. We meet regularly with the Senior Student team to discuss matters raised through the School Committees.

An extensive programme of extra-curricular activities is organised including many different sporting opportunities, a theatre club, choirs and instrumental groups, electronics, technology and computer clubs, a cookery club and many others which arise from subject, staff and/or student interest. There are approximately seventy extra-curricular activities on offer to the students each week.

School journeys, abroad and in this country, are regularly arranged and all students are encouraged to benefit from these opportunities.







## ACCOMMODATION

The school site comprises some thirty acres in delightful surroundings. Excellent specialist accommodation exists for all subjects, with suites of rooms for all Departments, including modern Mathematics and Science teaching block, two floodlit astro-turf pitches and a dedicated fitness gym.

Considerable building work has taken place since the school opened in 1958, with a main phase of development dating from 1970. A Learning Support Centre caters for the needs of students with physical disabilities, who are fully integrated within the school curriculum.





## THE LOCAL AREA

Charters School is located in Sunningdale, part of the Royal Borough of Windsor and Maidenhead, home to Windsor Castle, Ascot Racecourse and Legoland. The school is in the South of the Borough on the Berkshire/Surrey border, the area is surrounded by open spaces with easy access to beautiful country walks. Windsor Great Park, Swinley Forest and Virginia Water are easily accessible and staff members take full advantage of their location by meeting regularly during the summer months to run or walk around Virginia Water Lake after school.



The school has excellent transport links, allowing staff to travel from a wide area. The M25, M3 and A30 are within a 10-minute drive from the school and Sunningdale station is on the London, Waterloo to Reading train line, with direct trains taking only 50 minutes to reach the capital. The Elizabeth line runs from Slough, Maidenhead & Reading.

10 minutes away by car, [Bracknell](#) town has recently undergone a £240m regeneration programme, bringing a high-quality mix of shops, restaurants and entertainment to the town centre. Many new homes have been created with shared-ownership and rental properties readily available. Bracknell was recently highlighted as offering some of the best value housing in the local area.



The pretty town of Ascot is only three miles from the school.

The towns of [Wokingham](#), [Frimley](#), [Camberley](#), [Staines](#) and [Slough](#) are within easy reach of the school and a number of our staff commute from these towns or further afield. Flats are available in many of the towns listed above through Shared Ownership schemes for under £100,000. The Royal Borough of Windsor and Maidenhead provide an [affordable accommodation scheme](#) to attract and retain keyworkers and we are able to connect you with a number of estate agents in the local area to help with your search for accommodation.





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## APPLICANT INFORMATION

Thank you for your interest in our school.

Prospective candidates are requested to apply directly via the links on the vacancies page of the Charters School Website: [www.chartersschool.org.uk](http://www.chartersschool.org.uk). Please outline how your skills and experience have prepared you for the role and how you would contribute to Charters School's future success.

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**Charters School**  
**Charters Road**  
**Sunningdale, ASCOT**  
**Berkshire**  
**SL5 9QY**  
**Telephone 01344 624826**

[www.chartersschool.org.uk](http://www.chartersschool.org.uk) — email: [recruitment@chartersschool.org.uk](mailto:recruitment@chartersschool.org.uk)

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Charters School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Charters School is an Equal Opportunities Employer. Charters School: a company limited by guarantee, registered in England. Company Number: 08208767